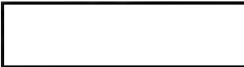


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ORGANIZATION AND FUNCTIONS

OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

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Rescission:  dated 18 January 1954

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OFFICE OF THE DEPUTY DIRECTOR (ADMINISTRATION)

1. SAME (See organization chart, Figure 1.)

AUDITOR-IN-CHIEF

2. SAME
3. SAME

OFFICE OF THE GENERAL COUNSEL

4. SAME
5. SAME

SECURITY OFFICE

6. SAME
7. SAME
8. SAME

OFFICE OF THE COMPTROLLER

9. MISSION

The Comptroller is in charge of all budgetary and financial operations of the Agency; is responsible for program and financial analysis; will advise

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the Deputy Director (Administration) on general Agency efficiency, organization structure, functions, manpower requirements, and administrative procedures for all components of the Agency; administer the records management program; and provide machine records service.

10. FUNCTIONS

The Comptroller shall:

a-q SAME

- r. Administer the Agency records management and vital materials programs, including the maintenance of a forms design and analysis program.
- s. Provide electric accounting machine record service for administrative and selected operational activities.

11. ORGANIZATION

See organization chart, Figure 3.

LOGISTICS OFFICE

12. MISSION

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency.

13. FUNCTIONS

The Chief of Logistics shall:

a-g SAME

- h. Provide for the design and construction of office space, warehousing, living quarters, communications, and monitoring facilities and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration; acquire real estate, improved or unimproved, by purchase or otherwise; and determine space requirements and effect space procurement, planning and allocation on a worldwide basis. Provide building maintenance, moving, and telephone service to meet the needs of the Agency within the metropolitan area of Washington, D. C.

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i-k SAME

1. Provide reproduction and printing service.

m. Maintain the headquarters mail and courier service.

14. ORGANIZATION

See organization chart, Figure 4.

MEDICAL OFFICE

15. SAME

16. SAME

17. SAME

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Acting Deputy Director
(Administration)

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